

**ROUTING AND RECORD SHEET****SUBJECT:** (Optional)

Office of Logistics Quarterly Planning Conference

**EXTENSION****NO.**

OL 4145-83

Chief, Plans and Programs Staff, OL

**DATE****TO:** (Officer designation, room number, and building)**DATE****OFFICER'S INITIALS****COMMENTS** (Number each comment to show from whom to whom. Draw a line across column after each comment.)**RECEIVED****FORWARDED**1.  
D/L2.  
Chief, BPS/OL3.  
Chief, P&TS/OL4.  
Chief, PMS/OL5.  
Chief, SS/OL6.  
Chief, LSD/OL7.  
Chief, P&PD/OL8.  
Chief, PD/OL9.  
Chief, RECD/OL10.  
Chief, SD/OL

11.

12.

13.

14.

15.

STAT  
STAT

**SECRET**

24 JUN 1983

MEMORANDUM FOR: Chief, Building Planning Staff, OL  
 Chief, Personnel and Training Staff, OL  
 Chief, Procurement Management Staff, OL  
 Chief, Security Staff, OL  
 Chief, Logistics Services Division, OL  
 Chief, Printing and Photography Division, OL  
 Chief, Procurement Division, OL  
 Chief, Real Estate and Construction Division, OL  
 Chief, Supply Division, OL

FROM:

Chief, Plans and Programs Staff, OL

STAT

SUBJECT: Office of Logistics Quarterly Planning  
 Conference

REFERENCES: (a) Multiple addressee memo from C/P&PS/OL,  
 dtd 7 Oct 82, Subj: Fourth Quarter  
 Objective Review and Planning Program for  
 FY 1983 (OL 2 4638)  
 (b) Multiple addressee memo from C/P&PS/OL,  
 dtd 22 Oct 82 (OL 2 4858)  
 (c) Multiple addressee memo from C/P&PS/OL,  
 dtd 11 Jan 83 (OL 4007-83)

1. OL's third FY 83 Quarterly Planning Conference with  
 the DDA has been scheduled for 22 July 1983, 1030 hours, room  
 [redacted] Building. Updates of "Directorate Level Objectives"  
 will be presented at the conference. Your presentations should  
 not exceed five minutes and should cover the accomplishment of  
 activities scheduled for the third quarter, problems and short-  
 falls, plans for the next quarter, and the long-term outlook  
 for accomplishing the objective on schedule. An updated mile-  
 stone chart should be used as a visual aid, along with any other  
 information you feel appropriate. Please provide an updated  
 milestone chart to P&PS by 11 July 1983. A dry run to the  
 Director of Logistics has been scheduled for 19 July 1983,  
 1030 hours, room [redacted] An agenda for the conference is  
 at Attachment C.

25X1

25X1

2. As described in Reference A, updates of "Office and  
 Division Level Objectives" will be presented to the Director of  
 Logistics at the bi-weeklies, scheduled as follows:

OL 4145-83

UNCLASSIFIED when removed  
 from attachments.

**SECRET**

~~SECRET~~

SUBJECT: Office of Logistics Quarterly Planning Conference

P&PD	5 July 1983	0930 hours
PD	6 July 1983	0900 hours
PMS	6 July 1983	1000 hours
RECD	11 July 1983	0900 hours
LSD	12 July 1983	0930 hours
P&PS	13 July 1983	0900 hours
SD	18 July 1983	0900 hours

Each OL component is responsible for presenting objective updates to the D/L. Milestone charts should be used to make presentations, and a copy should be provided to P&PS who will attend the MBO bi-weeklies.

3. We have attached listings of FY 83 Directorate Level Objectives (Attachment A) and FY 83 Office and Division Level Objectives (Attachment B) for easy reference. You should refer to the Five-Year Plan for a list of all objectives through FY 87 and to the references for additional information on objective reporting procedures.

4. Questions concerning the Quarterly Planning Conference should be directed to  on extension .

STAT

STAT

Attachments

cc: D/L

~~SECRET~~



SECRET

FY 83 DIRECTORATE LEVEL OBJECTIVES

(Reportable to the Deputy Director for Administration)

- BPS - Consolidate Agency Metropolitan Washington Area Activities in the Headquarters Compound.
- P&TS - Conduct a Comprehensive Review of Personnel Management Functions.
  - Improve Methods for Recruitment, Personnel Evaluation, and Communications in OL.
- P&PS - Develop and Implement a Logistics Integrated Management System (LIMS).
- PMS - Develop Policy and Resolve Key Issues Affecting Acquisition.
  - Establish Procedures to Execute Payment in Accordance with PL 97-177, Prompt Pay Act.\*
- LSD - Develop and Implement an Effective Vehicle Dispatch Plan (new objective).
  - Improve the Physical Environment and the Quality of Food and Service in the Executive Dining Room.
  - Continue to Work Closely with GSA to Improve Service to the Agency.\*
- P&PD - Implement the Digital Prepress System.
  - Conduct a Pilot Quality Circle Program.
- PD - Improve Responsiveness to Politically Sensitive Requirements for Goods and Services.
- RECD - Provide Support to SAFE, Phase II.\*



- Continue to Work Closely with GSA to Improve Service to the Agency.\*

---

\* Joint Objective.

SECRET

STAT

FY 83 DIRECTORATE LEVEL OBJECTIVES

- SD     -   Design Methods for Improving Responsiveness to  
          Furniture Requirements.
- Establish Procedures to Execute Payments in Accordance  
          with PL 97-177. Prompt Pay Act.\*

--

STAT

SECRET

## FY 83 OFFICE AND DIVISION LEVEL OBJECTIVES\*

(Reportable to the Director of Logistics)

- P&PS - Work with Management to Key Support Growth to Growth in Requirements.
- Continue Agreement with NSA to Provide Support
- PMS - Automate General Provisions Format to Facilitate the Update of Contract Clauses.
- LSD - Establish an Automated System for Maintaining Stock Levels and Cost Data Covering Administrative Supplies in Agency Supply Rooms.
- Research the Feasibility of Installing Automated Gas Pumps at the Motor-Pool Garage.
- Take over Management of 01 Stock Items from Supply Division.
- P&PD - Develop a Formal Training and Development Program for Photography Branch.
- Conduct a Waste-Measurement Program.
- Develop Work Standards and Measure Productivity via the MIS.
- Develop a Requirements Package for Low-Volume Copiers and Issue a Contract for Copier Rentals.
- Develop Requirements for Support to the
- Provide ETECS Support for Users of WANG Word Processors.
- Evaluate the Feasibility of Expanding Video Support to the Intelligence Community.
- Conduct a Bindery Automation Study.

STAT

STAT

---

\* Although Directorate Level Objectives are tracked at the office and division level, they are not included in this list since the Director of Logistics is briefed on those objectives during dry runs for the Quarterly Planning Conferences.

SECRET

SECRET

## FY 83 OFFICE AND DIVISION LEVEL OBJECTIVES (continued)

## P&amp;PD (continued)

- Develop an Automated Maintenance Program System for Division Application.
- Implement the P&PD/ODP Autofiche System.
- Prepare Up-To-Date Floor Plans on P&PD Facilities.
- Evaluate and Make Recommendations on P&PD Support to the Agency Videodisc Production Requirements.

PD - Establish Effective Acquisition Procedures.

RECD - Construct Transformer Vault, Headquarters.

- Install Two Electrical Feeders, Headquarters.

- Construct Northside Utility Lines.

- Install Central Vacuum Pump, Printing & Photography Building.

- Construct Chilled Water Risers, Headquarters.

- Investigate Establishment of Periodic Engineering Inspection of Worldwide Agency Facilities.

- Provide Support to O.C. Data Distribution and Word Processors (Speedwire).

SD - Develop a Purification Program to Improve the Viability of the ICS Data Base Prior to Implementation of LIMS.

- Conduct a Feasibility Study and Make Recommendations for Efficient Repair and Return of Equipment.

- Establish a VM Program to Monitor Usage of Packaging Supplies and Materiel on a Yearly Basis Including a Reorder Cycle.

SECRET



A G E N D A

OFFICE OF LOGISTICS QUARTERLY PLANNING CONFERENCE  
22 July 1983 - 1030 Hours



STAT

Presenter

Opening Remarks

Daniel C. King, D/L

Objectives

Develop Policy and Resolve Key  
Issues Affecting Acquisition

Conduct a Pilot Quality Circle  
Program

Provide Management Information  
on the Upgrade



Automation of Vehicle Dispatching



Improve the Physical Environment  
and Quality of Food and Service  
in the EDR

Closing Remarks

Daniel C. King

C/PMS

P&PD

D

EC

C/LSD

STAT

STAT

STAT

S E C R E T